

sender's address
on the top
right-hand side

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date on the
right-hand side

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an informal greeting,
e.g. 'Dear'... or 'Hello'...

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an introduction
that sets out the
purpose of the letter

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more details are
given in next
paragraph(s)

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a conclusion finishes the
letter or sets out what
the sender wants the
recipient to do next

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ends with 'from',
'best wishes'
or 'love'

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capital letter
to punctuate a
sentence

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capital letter
for people

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capital letter
for places

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capital letter for
days of the week

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capital letter
for the personal
pronoun 'I'

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full stop

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ideas and sentences
joined with the
conjunction 'and'

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common exception
words spelt
correctly

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compound word

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prefix 'un' used

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plurals spelt
correctly

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adding suffixes
-ing -ed -er to
a verb

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adding suffixes
-er or -est to an
adjective

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question mark

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exclamation mark

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adjective to
describe
and add detail

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